

ASSIGNMENT 3

Textbook Assignment: "Reports Control and Records Disposal," "Personnel Support," and "Manpower," chapters 6, 7, and 8, pages 6-1 through 8-7.

Learning Objective: Explain the procedures used to develop a reports control system.

IN ANSWERING QUESTIONS 3-4 THROUGH 3-7, SELECT FROM COLUMN 8 THE TERM THAT BEST FITS THE DESCRIPTION IN COLUMN A.

	<u>A. DESCRIPTIONS</u>	<u>B. TERMS</u>
3-1. The responsibility for reports control management afloat belongs to what individual? 1. Administrative officer 2. Ship's secretary 3. Captain's office supervisor 4. Executive officer	3-4. A report that conveys essentially the same type of information at various intervals	1. As-required report 2. Reports analysis
3-2. The responsibilities of the reports control point include which of the following tasks? 1. Assigning identification symbols to reports 2. Approving proposed new reports or revisions to reports 3. Performing follow-up reviews of individual reports on a scheduled basis 4. All of the above	3-5. A report that a particular office or organization requests from another office or organization 3-6. A report from which an office or organization draws part or all of the data required for another report 3-7. A report that a particular office or organization provides for making or assisting in analysis studies	3. Recurring report 4. Information requirement report
3-3. Reports that are prepared and required upon each occurrence, recurrence, or nonoccurrence of an event of certain prescribed characteristics are known as what type of reports? 1. Information 2. Situation 3. Periodic 4. Occurrence	3-8. A plan and/or report form used by a government agency for the collection of information from the general public would be classified as what type of report? 1. Situation 2. Information 3. Analysis 4. Public	

- 3-9. A third requirement from the Chief of Naval Operations for a Navy report concerning intelligence collection would bear which of the following report control symbols?
1. OPNAV 3820-111
 2. OPNAV 3820-third
 3. OPNAV 3820-(3)
 4. OPNAV 3820-3
- 3-10. In the report case file, what information should be included in each report folder?
1. A copy of the report form
 2. A copy of the document requiring the report
 3. Related papers, such as source analyses, surveys and memos, pertaining to the report
 4. All of the above
- 3-11. The published list of recurring reports should include which of the following information?
1. Reference to the directive or document requiring the report
 2. Number of copies of each report to be prepared
 3. Details concerning preparation of the report
 4. Man-hours required to complete each report
- 3-12. One copy of the list of recurring reports should be maintained as a master by which of the following individuals?
1. Administrative officer
 2. Executive officer
 3. Petty officer assigned to monitor reports submissions
 4. Reports control manager
- 3-13. The list of canceled reports should be distributed in which of the following ways?
1. Distributed to appropriate offices
 2. Appended to each revised list of effective reports or quarterly supplements
 3. Published in the plan of the day
 4. Distributed on a weekly basis
- 3-14. To make sure all reports are submitted on schedule, which of the following actions should be included in the reports control procedure?
1. Provide a reports tickler card to offices preparing reports
 2. Add a list of all reports that will come due the following week to the command's weekly list of overdue reports/correspondence
 3. Both 1 and 2 above
 4. Put a notice in the plan of the day
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- Learning Objective: Indicate practices and procedures applicable to records disposal.
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- 3-15. What instruction contains retention standards for official U.S. Navy records?
1. SECDEFINST 5211.10C
 2. SECNAVINST 5212.5C
 3. BUPERSINST 5212.6C
 4. OPNAVINST 5215.5C
- 3-16. Your commanding officer wishes to recommend a change to the retention standards for official Navy records. To what individual should the recommendation be addressed?
1. Director, National Archives
 2. Director of the federal records center serving your activity
 3. Secretary of the Navy
 4. Chief of Naval Operations

- 3-17. Within a command, responsibility for the coordination of records disposal efforts normally is assigned to which of the following individuals?
1. A legal officer
 2. The communications officer
 3. A record disposal team
 4. An officer as a collateral duty
- 3-18. What method is used to dispose of records?
1. Destruction
 2. Donation
 3. Transfer
 4. Each of the above
- 3-19. For which of the following reasons would a commanding officer of an activity located outside the continental United States notify COMNAVDAC that Navy records were destroyed?
1. The space that the records occupied was needed for more important military purposes
 2. Hostile action was imminent and the records were destroyed as an emergency measure
 3. Both 1 and 2 above
 4. The records were obsolete
- 3-20. When at sea, by which of the following methods should you dispose of unclassified records?
1. Shredding and dumping overboard
 2. Dumping overboard intact
 3. Burning
 4. All of the above
- 3-21. Which of the following forms is/are used as a transmittal document for records shipped to a federal records center?
1. Standard Form 135
 2. NAVEXOS Form 4065
 3. Both 1 and 2, depending on document classification
 4. DD Form 155
- 3-22. What is meant by terminating files?
1. Removing obsolete materials from files and destroying the material
 2. Removing seldom used materials from existing files and destroying the materials
 3. Closing a file, removing the folder from the active file drawer, and starting a new folder with the same designation
 4. Subdividing an old file into specific subjects and setting up a new file system
- 3-23. All records must be disposed of on the day authorized for destruction.
1. True
 2. False
- 3-24. Which of the following statements is correct regarding shipments of records?
1. Shipment of less than 1 cubic foot may be sent in envelopes
 2. Shipments of less than 1 cubic foot should not be forwarded
 3. Legal-size documents are packed facing the left side of the standard carton
 4. Records are grouped chronologically by date originated
- 3-25. Who may authorize naval commands to obtain information from records that have been transferred to federal records centers?
1. The record group manager
 2. The appropriate area commander
 3. The commanding officer of the transferring activity
 4. The type commander for the transferring activity

Learning Objective: Explain procedures used to establish and monitor customer service.

3-26. The service you provide affects only the people you serve.

1. True
2. False

3-27. Attitude can be described as the tendency to move away from or toward a situation.

1. True
2. False

3-28. Which of the following statements about attitudes is correct?

1. Attitudes can be measured but not graded
2. The effect of our attitudes can be measured but not graded
3. The results of our attitudes can be measured or graded
4. Each of the above

3-29. When you encounter an unpleasant customer, which of the following reactions is the best approach?

1. Tell the customer to come back after he or she has calmed down
2. Treat the customer in a calm and confident manner
3. Repay the customer's rudeness with rudeness
4. Take the customer aside and try to calm him or her

3-30. For a person to do the best job, he or she must have pride in which of the following aspects?

1. Self
2. Ability
3. Job
4. All of the above

3-31. If a member performs only when told to do so, he or she is reflecting a lack of which of the following traits?

1. Intelligence
2. Skill
3. Pride
4. Cooperation

3-32. Common courtesy is the voluntary expression of respect for another's rights or feelings.

1. True
2. False

3-33. When you respond to a customer's needs, an element of cooperation is required on your part as the contact point representative.

1. True
2. False

3-34. Monitoring is necessary in a customer service office to establish which of the following objectives?

1. Effectiveness
2. Uniformity
3. Both 1 and 2 above
4. Cleanliness

3-35. As a supervisor, you should refrain from which of the following actions?

1. Delegating responsibility for specific duties as soon as personnel demonstrate their ability to handle them
2. Delegating responsibility for specific duties as soon as duties are assigned to personnel
3. Interfering with your personnel when they are attempting to tackle a problem
4. Being tactful in handling situations where advice is needed

3-36. As the senior Yeoman in a customer service office, you must monitor personnel in which of the following areas?

1. Inspections
2. Practices
3. Skills
4. Both 2 and 3 above

3-37. When an officer reports on board, which of the following steps must be completed as soon as possible to make sure the officer's financial matters are taken care of promptly?

1. Have the officer sign a page 13 and submit the proper copies to the disbursing officer
2. Make sure the Detaching and Reporting Endorsement to Orders contains an authenticating officer's signature and submit the proper copies to the disbursing officer
3. Have a verifying official initial the Detaching and Reporting Endorsement to Orders and provide the necessary copies to the disbursing officer
4. Make sure the officer reporting signs the Detaching and Reporting Endorsement to Orders and submit the necessary copies to the disbursing officer

3-38. Which of the following methods should NOT be used to speed up service and reduce the time that customers have to wait?

1. Have customers make appointments
2. Have customers fill out purpose of visit chits
3. Limit the amount of service
4. Establish special counter hours

3-39. Which of the following methods should be used to make sure others are able to locate items in a private retain filing system?

1. Attach a note to forms that are being held for future action
2. Make notes in a tickler file
3. Make notes on a calendar as a reminder when certain types of actions should be taken
4. All of the above

3-40. When screening documents for pay, allowances, and bonuses, to which of the following publications should you refer in order to determine entitlement?

1. DODPM and SDSPROMAN
2. JFTR and NTIS
3. Both 1 and 2 above
4. SDSPROMAN and MILPERSMAN

Learning Objective: Identify procedures used to issue, verify, and inventory Armed Forces Identification Cards.

IN ANSWERING QUESTIONS 3-41 THROUGH 3-44, SELECT FROM COLUMN B THE ARMED FORCES IDENTIFICATION CARD THAT IS PRINTED IN THE COLOR OF SECURITY-TYPE INK LISTED IN COLUMN A.

A. COLORS

B. ID CARDS

- | | |
|-------------|----------------|
| 3-41. Green | 1. DD 2N (RES) |
| 3-42. Red | 2. DD 1173 |
| 3-43. Blue | 3. DD 2N (ACT) |
| 3-44. Black | 4. DD 2 (RET) |

3-45. Which of the following activities is NOT an authorized issuing activity for ID cards?

1. Personnel Support Activity Detachment, Corry Station
2. USS America
3. USS New Jersey
4. VT-10

- 3-46. ID cards are not issued to dependents without what type of verification?
1. Legal documentation establishing relationship to the military sponsor
 2. Defense Enrollment Eligibility Report System
 3. Either 1 or 2 above, as determined by the issuer
 4. Letter of endorsement from the military sponsor's commanding officer
- 3-47. According to the cross-servicing agreement, a U.S. Air Force ID card issuing activity may verify the DD 1172 of eligible individuals for issuance of an ID card with the exception of which of the following individuals?
1. Unremarried former spouses
 2. Eligible dependents of active duty personnel
 3. Both 1 and 2 above
 4. Widows of active duty personnel
- 3-48. All ID cards must be controlled. Which of the following procedures is incorrect?
1. Maintain a record of all ID cards issued to all activities
 2. Store all ID cards in a desk drawer with a written access log
 3. Ship all ID cards by registered mail
 4. Record and account for the issuance and receipt of all ID cards by serial number
- 3-49. Which of the following individuals is responsible for confirming the command's authorization to issue ID cards?
1. Commanding officer
 2. Supply officer
 3. Administrative officer
 4. Security manager
- 3-50. Which of the following officials is responsible for maintaining records and accountability of ID cards requisitioned by ICI card issuing activities?
1. Chief of Naval Personnel
 2. Commander, Naval Data Automation Center
 3. Commander, Naval Supply Systems Command
 4. Commander, Naval Security Group
- 3-51. How long are requisitions and shipping documents pertaining to ID cards maintained?
1. 5 years
 2. 2 years
 3. 3 years
 4. 4 years
- 3-52. ID cards may be photocopied to facilitate which of the following administrative requirements?
1. Admission to medical facilities
 2. Check cashing
 3. Administration of military-related benefits to eligible beneficiaries
 4. All of the above
- 3-53. When an active duty member does not surrender his or her ID card to proper military authority, an entry must be made on what page in the member's service record?
1. Page 2
 2. Page 7
 3. Page 9
 4. Page 13
- 3-54. For what maximum period of time is a new ID card issued to members that are being separated?
1. 30 days
 2. 60 days
 3. 90 days
 4. 180 days

3-55. Which of the following publications provides detailed information for the proper completion and submission of an application package for an officer program?

1. *Naval Military Personnel Manual*
2. *Navy Officer Recruiting Manual*
3. *Officer Transfer Manual*
4. *Navy Retention Team Manual*

3-56. When an applicant for an officer program indicates disenrollment from an officer-type training program, a NAVCRUIT 1110/98 should be initiated.

1. True
2. False

3-57. What is the objective of the interview for officer programs or training?

1. To provide the applicant an opportunity to answer questions and to determine if the applicant possesses the personal characteristics desired in a naval officer
2. To inform the applicant of the details of the program and training
3. To provide an opportunity for the interviewer to make judgments about the applicant based upon the applicant's answers to questions
4. Each of the above

3-58. Written interview results should be recorded on the interviewer's appraisal sheet during the interview.

1. True
2. False

Learning Objective: Describe the development and implementation of the manpower planning system.

3-59. Which of the following officials or authorities is responsible for promulgating guidelines as to the number and type of personnel assigned to each activity?

1. Secretary of the Navy
2. Chief of Naval Operations
3. Bureau of Naval Personnel
4. Under Secretary of the Defense (Manpower)

3-60. The Navy Manpower Data accounting System (NMDAS) is the source for activity information, manpower authorizations, personnel authorizations, billet authorizations, and requirements. These authorizations and requirements are recorded in how many major subsystems?

1. Five
2. Two
3. Three
4. Four

3-61. Manpower requirements in NMDAS files are based upon which of the following documents?

1. Preliminary Shore Manpower Documents (PSHMDs)
2. Preliminary Ship Manpower Documents (PSMDs)
3. Sea Operational Detachment (SEAOPDET)
4. All of the above

3-62. The term *manpower authorization* is used in which of the following ways?

1. To specify categories of personnel used to perform functions or missions
2. To describe a specific military position and means by which it is resourced
3. To function as a generic term in place of precise statements about authorizations
4. All of the above

3-63. Which of the following best describes the Navy Manpower Mobilization System (NMMOS)?

1. A process that identifies the wartime manpower requirements for a shore/support activity
2. A process that identifies a specific military manpower space
3. A system that delineates Naval Reserve billets for active duty for training personnel
4. A system that identifies individuals required in a military capacity to accomplish the mission

3-64. When may a manpower mobilization requirement be designated Selected Reserve?

1. When the position is military essential
2. When manpower is required within M+10 days
3. When premobilization training is required
4. All of the above

3-65. The manpower claimants have the responsibility for overall management of assigned manpower resources. After submitting a change request to the manpower claimant, to what individual does the manpower claimant forward the request?

1. Chief of Naval Personnel
2. Chief of Naval Operations
3. Area commander
4. Commander in chief

3-66. Individual commanding officers have the responsibility of periodically reviewing and evaluating the command's manpower needs. When change requests to the Manpower Authorizations are submitted, which of the following actions should be taken?

1. Make sure change requests are submitted sufficiently in advance of requested effective date
2. Make sure each requested action is complete and accurate
3. Make sure complete justification is provided for each request for revision
4. All of the above

3-67. Advisors are assigned to assist CNO and BUPERS with regard to officer manpower and personnel officer designator. Who may be an advisor for officers?

1. A Deputy Chief of Naval Operations
2. The head of a major staff office
3. Both 1 and 2 above
4. Anyone in the administrative chain of command above a commanding officer

3-68. With regard to enlisted manpower and personnel, enlisted rating advisors are designated to assist CNO and BUPERS. Who may be an enlisted rating advisor?

1. A Deputy Chief of Naval Operations
2. The head of a major staff office
3. Both 1 and 2 above
4. Anyone in the administrative chain of command above a commanding officer

- 3-69. Which of the following publications lists the assigned officer designator advisors and subspecialty sponsors and consultants?
1. *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, volumes I and II
 2. *Officer Transfer Manual*
 3. *Manual of Navy Officer Manpower and Personnel Classifications*, volumes I and II
 4. *Manual of Navy Total Force Manpower Policies and Procedures*
- 3-70. Which of the following publications contains the block descriptions for the OPNAV Form 1000/2?
1. *Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards*, volumes I and II
 2. *Officer Transfer Manual*
 3. *Manual of Navy Officer Manpower and Personnel Classification*, volumes I and II
 4. *Manual of Navy Total Force Manpower Policies and Procedures*
- 3-71. The billet requirements within each Navy activity should be revised annually. If during this review it is determined that a change is required, which of the following actions should be taken?
1. Submit a short format change request
 2. Submit a Manpower Authorization Change Request, OPNAV Form 1000/4A
 3. Prepare an official letter request
 4. Submit a message to CNO requesting the change
- 3-72. Compensation should normally be required when submitting changes to the Manpower Authorization for which of the following actions?
1. Increase in the number of billets
 2. Increase in the billet paygrade
 3. Billet designator or rating change
 4. All of the above
- 3-73. Which of the following NECs has been authorized for use in identifying billets requiring women petty officers?
1. EW-9999
 2. FE-9999
 3. PO-9999
 4. WP-9999
- 3-74. If you are preparing a manpower change request, when should you show all activity billets on the OPNAV Form 1000/4A?
1. Any time the short format change is not used
 2. Any time changes constitute a complete manpower reorganization
 3. Any time billet changes affect at least two departments
 4. All of the above
- 3-75. When should the Manpower Change Summary Sheet, OPNAV Form 1000/2, be used as the summary of changes?
1. If 10 or more billets are involved
 2. If only 8 billets are involved
 3. If only 5 billets are involved
 4. The Manpower Change Summary Sheet is always used